

## **Appendix-1**

1) ..... is a *trading/ manufacturing / service* organization; It is a ..... *private limited company/ firm/ public listed company/ government undertaking*. 2) It is located at ..... (*full address with city, country name*). 3) It is a ..... (*number*) years old company. 4) Its Tel no. .... Fax no. .... e-mail ..... web site address..... 5) It is engaged in *trading/ manufacturing/ service* of ..... or it provides *legal/ accounting/ other services*. 6) It employs ..... (*number*) employees. 7) It has ..... office(s) in ..... city. 8) It has ..... (*number*) office(s) in this country in ..... (*number*) cities. 9) It has ..... overseas office(s) in ..... (*number*) countries. 11) Its overseas offices are located in ..... (*names of countries/ cities*) 12) It is part of ..... Group. 13) Its main promoters are ..... (*names of promoters*) 14) It has ..... (*number*) associate/subsidiary companies. 15) It is a *professionally/ family/ individually managed company/business*. 16) Its main bankers are ..... (*names of banks to choose from and other banks to write*). 17) Its total bank borrowings are ..... (*range of amounts to choose from*) 18) Its major source of revenue comes from ..... markets (*names of the countries*). 19) It is especially recognized for its ..... (*product/ service name*). 20) Last year it did a turnover of ..... (*range of amounts to choose from*) and its net profit/loss was ..... (*range of amounts to choose from*). 21) It is likely to do *higher/lower turnover* this year. 22) Its paid up capital is ..... (*range of amounts to choose from*). 23) Currently its share is quoted at ..... (*currency & amount*) at ..... (*Stock Exchange's name*). 24) Its other business interests are in ..... (*products/services etc*). 25) It is believed that the business has claims amounting to ..... (*range of amounts to choose from*) against ..... (*names of businesses and their location*). 26) It is believed that there are claims against the business amounting to .....

*(range of amounts to choose from) from..... (names of businesses and their location). 27) It was recently featured in news .....  
*(publication/newspaper's name and date or website hyperlink). 28) It has a very good/ good/ fair/ bad/ very bad reputation here. 29) Any other comment on the Subject.....**